What can I do with a major in **HEALTHCARE ADMINISTRATION**

**Career Options**

Administrative Coordinator  
Community Service Aide  
Healthcare Manager*  
Health Systems Administrator*  
Human Resources Assistant  

Insurance Claims Manager  
Medical Billing Specialist  
Medical Staff Relations Specialist  
Medical Record Technician*  
Patient Intake Specialist  

*Certification/Advanced Degree Required

**Transferable Skills Gained**

Analytical skills  
Communication skills  
Attention to detail  
Interpersonal skills  

Technical skills  
Organizational skills

**Employment Areas**

Health systems  
Healthcare clinics  
Insurance Agencies  
Local/State Governments  

Non-Profit Organizations  
Hospitals  
Medical Groups  
Universities/Colleges

**Informational Websites**

UNO Division of Continuing Studies  
unomaha.edu/dcs  

Bureau of Labor Statistics  
goo.gl/vOvH9  

American Health Information Management  
ahima.org  

Healthcare Office Management  
pahcom.com  

Health Management Careers  
http://www.healthmanagementcareers.org/

**Extracurricular Opportunities**

- Gain work or volunteer experience in healthcare/insurance settings
- Develop computer skills in word processing, spreadsheets and databases and learn other relevant software programs
- Research graduate school and certification options